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EXTRAORDINARY

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GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES
(WORKS BRANCH)

NOTIFICATION

The 18th October, 2023

No. 04/02/2023-IW3/368.—The shops on the land of Department of Water Resources shall be leased as per the following policy guidelines/instruction so as to make the process more transparent and generate more revenue for the state exchequer:

1. All the shops on the lands of the department shall be given on lease via public auction only.
2. The reserve price shall be fixed by Price Fixation Committee as detailed below:

I. Chief Engineer/Headquarters	Chairman
II. Superintending Engineer (concerned)	Member
III. Executive Engineer/Headquarters	Member
IV. Executive Engineer/ Estate (concerned)	Member Secretary
V. Representative of Department of B&R	Member
3. The Reserve Price Fixation Committee shall fix the reserve price on the basis of market rental value of similar shops in the neighborhood.
4. A common public notice at the circle level shall be published in a leading Punjabi newspaper. This notice shall be published 30 days before the date of auction and shall specify description of shop, the date, time and place fixed for the auction for leasing of the shop. Besides other mode of publicity like announcements in loudspeakers in Gurudwara sahib/ common place shall be adopted for maximum publicity.
5. It shall be mandatory to upload the public notice on Departments website and social media page.
6. The auction shall take place at the location of shops or near by Rest House as informed in the public notice.
7. The auction shall be done under the supervision of committee of concerned Executive Engineer and Executive Engineer/Estate (concerned).
8. Shops shall be leased for a period of 3 years, with an increase in the rate of rent by 5% every year. Fresh auction shall be held after the expiry of term of lease or cancellation of any lease agreement.
9. All the participants shall deposit minimum security amount as determined by Price Fixation Committee

- before the start of the auction process. This amount shall be returned to the unsuccessful bidders after the completion of the auction while the security amount of the successful bidder will be adjusted in the successful bid amount.
10. The successful bidder shall deposit 2 months' lease amount in advance at the spot for the closing of auction process. In case of his failure to do so, the bidding process shall continue till successful bidder deposits 2 months' lease amount. This amount shall be adjusted in the rent of upcoming months.
 11. The monthly lease amount shall be deposited by the allottee before 7th of every month. It shall be the responsibility of the concerned Executive Engineer/ Estate to get the lease amount deposited immediately in government account.
 12. Failure to deposit the monthly rent shall attract penalty of 20% enhancement of rent after the due date. Failure to pay the rent for 3 consecutive months shall result in the cancellation of lease agreement.
 13. The successful bid shall be approved by concerned Superintending Engineer.
 14. In case there is no participant in the auction process, the shop will be offered on lease to the existing allottee at the reserve price determined by the committee mentioned in Sr. No. 1. It is mentioned that this lease will be treated as a fresh lease and new agreement will be signed between concerned Executive Engineer/Estate and allottee. If there is no eligible bidder after completion of above process, the auction shall be cancelled and next date for auction shall be determined by the Superintending Engineer.
 15. In case of failure to get any bidder for 3 consecutive auctions, the reserve price shall be fixed again by Reserve Price Fixation Committee.
 16. The successful bidder shall not be allowed to fell/cut any tree/ expand/ encroach upon the land of the department. The change in any terms of agreement, if any to be got approved by the concerned Superintending Engineer.
 17. Subletting of shops by successful bidder shall not be allowed. The lease agreement shall be cancelled, whenever an incident of subletting the shops comes to the knowledge of the department. Besides the concerned bidder shall be debarred from participating in future auctions for a period of 5 years.
 18. An agreement between the successful bidder and Department (signed by concerned Executive Engineer/ Estate) shall be signed and 3 copies of the agreement shall be prepared and a copy shall be sent to concerned Tehsildar. The successful bidder shall not be allowed to get the land entered in his name in any revenue record. The concerned Executive Engineer/ Estate shall ensure that such entries are not there in the revenue record and in case the needful is not done by the Department of Revenue, the matter shall be brought to the notice of the D.C. concerned by XEN, personally as well as in writing.
 19. Videography of the auction shall be mandatory for all the auctions.
 20. In case, NOC is required from the any of the department the same shall be obtained by concerned Executive Engineer/ Estate before the auction.
 21. Department holds the suo-motu right to cancel any of the lease agreement. It shall give time of 15 days to the concerned allottee to vacate the shop.
 22. Chief Engineer/Headquarter will be the final authority for resolution of disputes. In case of any conflict, the decision of Chief Engineer/Headquarter shall be final.

KRISHAN KUMAR, I.A.S

Principal Secretary to Government of Punjab
Department of Water Resources

The 17th October, 2023